

HOW TO UPLOAD ADMINISTRATIVE COMPENSATION SURVEY DATA

The new ADCOMP Upload Option allows you to upload a file of salary data to the SurveysOnLine (SOL) database server, saving you the effort of manually entering a large quantity of data.

The *WILL DO* and *DONE* status boxes above the survey's main menu still need to be checked and Institutional Basics and the new Pay Practices data still have to be manually entered. The ADCOMP Upload Option is for salary and related incumbent data only.

This process will **most benefit** institutions with HRIS type groups that can create the file for you. If you have to create your upload file manually (e.g. in Excel), this option may not save you time.

UPLOAD STEPS

1. Create the Upload File according to the directions below.
2. Go to SurveysOnLine at <https://surveysonline.cupahr.org> and logon as you normally would.
3. Go to Surveys/Survey Menu and select the Administrative Compensation Survey for year on which you are reporting.
4. Check "My institution will complete this survey." This step will reveal an **Upload Data** area right below the Survey Status area.
5. Use the browse button to find your file to be uploaded.
6. Select your file and hit the Upload button.
7. Wait while your data are verified and imported to your AdComp Survey online.
8. You will then get a Web page report that your data file was imported without trouble – **or** you will be notified that there are one or more errors in the file that must be fixed. Correct the error(s) and resubmit. You may have to repeat this step several times if you have numerous errors in the file.
9. Once you have uploaded your data and completed the Institutional Basics, Pay Practices, and Feedback sections, please remember to check the box "My institution has completed this survey."

FILE CREATION

File Type

File type must be **comma separated variables** (CSV).

You do not need to use a header record – i.e. a first row that identifies the columns (fields) in the file. If you do use one, it will be stripped out and you will get a non-fatal error message about it that you can ignore.

Record/Row Layout

1. Position code: Enter the position number, including any significant decimals after a decimal point, followed by a comma.
2. Internal Reference: Enter an optional reference number or character sequence that allows you to correlate the position with a position code your institution uses, followed by a comma. Include the comma even if you are not using the optional Internal reference. **Note: Please do not enter a person's name.**
3. N of Incumbents: Enter the number of incumbents in the position, followed by a comma.
4. Annualized Salary: Enter the arithmetic mean (average) of the salaries of the incumbents in the position, followed by a comma.
5. Years Service: **If there is ONLY one incumbent**, enter the number of years of service at the position by the incumbent. If there is more than one incumbent, leave blank. In either case, follow by a comma.
6. Hiring source: **If there is ONLY one incumbent**, enter exactly either *External* or *Internal* or *Don't Know*. If there is more than one incumbent, leave blank. In either case, follow by a comma.
7. Sex: **If there is ONLY one incumbent**, enter exactly either *Male* or *Female* or *Unknown*. If there is more than one incumbent, leave blank. In either case, follow by a comma.
8. Minority Status: **If there is ONLY one incumbent**, exactly enter either *Yes* or *No* or *Unknown*. If there is more than one incumbent, leave blank. In either case, follow by a comma.

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Sample File Rows and Interpretation

201, instid300, 1, 150000, 4, External, Male, Yes

At position 201.00 (Chief Academic Officer or Provost, which the institution refers to internally as position 300) there is one incumbent with an Annualized Salary of \$150,000, who has been at the position for 4 years, was sourced as an external hire, is a male and is a minority.

508.10, 740, 2, 76000, , , ,

Within the Associate Director Student Housing [508.10] position, (internal position 740), there are 2 incumbents, with an average annual salary of \$76,000. Because there is more than one incumbent, no further information is provided. Note however that the commas are still inserted.

Validation Rules Checked on Upload

1. Each row must have at least the Number of Incumbents and the Annualized Average Salary. All other fields are optional. However, there should always be 7 commas.
2. Number of incumbents must be greater than 0.
3. Salary amounts must be reported with no decimal places, no dollar sign, and no embedded commas.
4. If Number of Incumbents is greater than 1, then years, source, sex, and minority must all be blank.
5. Source must be blank or exactly "External" or "Internal" or "Don't Know". (Do not include the quotes.)
6. Sex must be blank or exactly "Female" or "Male" or "Unknown". (Do not include the quotes.)
7. Minority must be blank or exactly "Yes" or "No" or "Unknown". (Do not include the quotes.)
8. The CUPA-HR Position code (the first field in the row) must be valid.